



Facility Rental Information

Planning a party, reception or meeting at a City of Belmont Facility?
Below is an easy reference guide to what is available, the rates, and policies.

Facility Rental and Charges

Note: The \$25 processing fee and Twin Pines Large Group Picnic Areas reservation fees are Non-refundable. There will be a \$25 charge to change a picnic reservation date and a \$50 charge to change a facility reservation date.

TWIN PINES SENIOR AND COMMUNITY CENTER			
Resident: \$175.00 per hour		Non-Resident: \$250.00 per hour	
\$ 25.00 processing fee		\$ 25.00 processing fee	
\$385 refundable deposit		\$385 refundable deposit	
(Optional) \$135.00 kitchen fee per event		(Optional)	\$135.00 kitchen fee per event
(Optional) \$135.00 alcohol permit fee		(Optional)	\$145.00 alcohol permit fee

TWIN PINES LODGE BUILDING/MANOR HOUSE			
Resident: \$125.00 per hour		Non-Resident: \$190.00 per hour	
\$ 25.00 processing fee		\$ 25.00 processing fee	
\$385/\$500 refundable deposit		\$385/\$500 refundable deposit	
(Optional) \$125.00 kitchen fee per event		(Optional)	\$ 125.00 kitchen fee per event
(Optional) \$125.00 alcohol permit fee		(Optional)	\$135.00 alcohol permit fee

TWIN PINES COTTAGE			
Resident: \$ 65.00 per hour		Non-Resident: \$ 80.00 per hour	
\$ 25.00 processing fee		\$ 25.00 processing fee	
\$275 refundable deposit		\$275 refundable deposit	
(Optional) \$115.00 alcohol permit fee		(Optional)	\$125.00 alcohol permit fee

TWIN PINES LARGE GROUP PICNIC AREAS & *ALEXANDER PARK *Sat/Sun only	
Redwood / Buckeye /**Meadow **Friday, Saturday, Sunday & holidays only	
<u>Resident</u> : May be reserved by a Belmont resident up to 12 months in advance.	<u>Non-Resident</u> : May be reserved by a non-resident up to 10 months in advance.
\$95	\$175
\$25 processing fee	\$25 processing fee
(Optional) \$50 alcohol permit fee	(Optional) \$50 alcohol permit fee
<u>Corporate</u> : \$500	
\$25 processing fee	(Optional) \$50 alcohol permit fee
<u>Special Equipment Permit</u> : for Bounce Houses or Animals \$100	
\$250 Deposit	*Certificate of Insurance required

BELMONT SPORTS COMPLEX CONFERENCE CENTER			
Resident: \$ 120.00 per hour		Non-Resident: \$180.00 per hour	
\$ 25.00 processing fee		\$ 25.00 processing fee	
\$385 refundable deposit		\$385 refundable deposit	
(Optional) \$ 125.00 alcohol permit fee		(Optional)	\$ 135.00 alcohol permit fee

BARRETT COMMUNITY CENTER (Classrooms)			
Resident: \$ 30.00 per hour		Non-Resident: \$ 45.00 per hour	
\$ 25.00 processing fee		\$ 25.00 processing fee	
\$275 refundable deposit		\$275 refundable deposit	
(Optional) \$115.00 alcohol permit fee		(Optional)	\$125.00 alcohol permit fee

Non-Profit Organizations/Commercial/Business

Must make special arrangements with Facilities Coordinator.

Private Parties, Receptions, Meetings and Other Social Gatherings

1. Belmont residents may schedule a City facility up to twelve (12) months in advance Friday - Sunday; six (6) months in advance Monday - Thursday.
2. Non-residents may schedule a City facility up to ten (10) months in advance Friday - Sunday, five (5) months in advance Monday – Thursday.

Refunds

Full refunds will be granted only if the cancellation is made at least one hundred twenty (120) days prior to the event to allow for scheduling of other events. Reservations canceled less than one hundred twenty (120) days prior to the event shall lose their trust deposit.

Responsibilities for Permittee:

1. Assumes liability for the event.
2. Makes payment for the rental fees.
3. Acts as liaison with City staff regarding facility set-up and coordination.

Commonly asked questions:

- **May I have music at my event?** You may have a live band or a D.J. in the interior of the Twin Pines Senior and Community Center, The Belmont Sports Complex Conference Center, the Barrett Community Center Auditorium, and the Lodge Building. Live Bands are by permit only in the Lodge Building. Music is not permitted on the exterior of any facility.
- **Is smoking allowed?/Candles?** Smoking is allowed outside in the designated smoking areas. Lit candles are by permit only.
- **Will I be allowed to enter the building early?** No. You may enter the building to set up at the reservation time designated on your permit. An earlier entry must be approved in advance by the Facility Coordinator and a fee will be applied.
- **When is my money due for my event?** The Security Deposit (when applicable) and a non-refundable processing fee are due with the completed application for a permit. The balance is due thirty (30) days prior to the event.
- **When do I submit my set-up sheet for my event?** For private parties, your fee includes set-up of tables and chairs. The set-up sheet for your event is due no later than two weeks before your event.

Listed below is the equipment that is available when renting the **Twin Pines Senior and Community Center**

Item	# Available	Capacity	Miscellaneous
Chairs	270	270	Not to be used outside
12' tables	10	12/14	Not to be used outside
60" round tables	20	8/9	Not to be used outside
6' tables	10	6/8	May be used outside
8' tables	7	8/10	May be used outside
Card Tables	10	4	N/A
Patio Chairs	8		N/A
Patio Tables	3		N/A
Portable Stage	1 (2 sections, 4'x8' each)		Not to be used outside
Microphone	1	N/A	N/A

Listed below is the equipment that is available when renting the **Lodge**

Item	# Available	Capacity	Miscellaneous
Chairs	125	125	May be used outside
10' tables	6	10/12	May be used outside
60" round tables	14	8	May be used outside
8' tables	5	8/10	May be used outside
6' tables	8	6/8	May be used outside

Listed below is the equipment that is available when renting the **Cottage**

Item	# Available	Capacity	Miscellaneous
Chairs	35	35	May be used outside
8' tables	3	8/10	May be used outside
6' tables	5	6/8	May be used outside

Listed below is the equipment that is available when renting the **Sport Complex Conference Center**

Item	# Available	Capacity	Miscellaneous
Chairs	140	170	Not to be used outside
60" round tables	12	8	Not to be used outside
6' tables	15	6/8	Not to be used outside